

Washington County

Job Description



Title:	Civil Attorney		
Division:	Civil	Effective Date:	08/10
Department:	County Attorney	Last Revised:	03/15
Career Service:	Yes	FLSA Status:	Exempt

GENERAL PURPOSE

Performs a full range of professional civil legal services on behalf of Washington County and County officials.

SUPERVISION RECEIVED

Works under the general supervision of the County Attorney and the specific supervision of the Lead Civil Deputy Attorney.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Advises and counsels County officials and departments, as assigned, on civil legal matters. Researches, drafts, and issues legal opinions to County officials and agencies. Drafts policies, procedures, resolutions, ordinances, contracts, correspondence and other legal documents on behalf of the County and County officials. Advises County officials on legal compliance and risk management issues.

Attends and participates in public and departmental meetings as needed to serve as a resource and legal voice of the County on issues related to civil legal matters. Maintains accurate records and files. Uses skill, tact and courtesy in interacting with members of the public as well as elected officials, County departments and other agencies.

Conducts legal research. Prepares pleadings, conducts discovery, investigates cases, interviews witnesses, and otherwise litigates civil legal matters on behalf of the County in court and before administrative agencies. Advises County officials on litigation strategy.

Performs related duties as required. May be assigned to assist in criminal cases.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from college of law with a juris doctorate degree,

AND

B. Experience preferred but not required.

2. Required Knowledge, Skills, and Abilities:

A thorough knowledge of: advocacy techniques; principles of law and their application; civil trial procedures; rules of civil and appellate procedure; evidence; Utah Code and local ordinances; and principles, practices, and methods used in legal research.

A general knowledge of the following areas of law: contract, employment, legislation, civil rights, municipal, and federalism.

Ability to: provide accurate and timely legal advice to officials of Washington County; conduct the prosecution of civil and administrative legal cases assigned; present statements of fact, law and argument intelligently and logically; gather and evaluate information obtained through

research, investigations and interviews; apply legal principles and knowledge to individual cases and problems; analyze and evaluate facts and evidence and apply them to individual cases and problems; establish and maintain effective working relationships with employees, other agencies, and the public; follow written and oral instructions; communicate effectively, orally and in writing; and use technology effectively.

3. Special Requirements:

Must be licensed to practice law in the State of Utah or must obtain a license to practice law in Utah within six months of hire date. Must maintain membership of the Utah State Bar, in good standing.

Must possess a valid Utah Drivers License.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing, seeing and common eye-hand-finger dexterity. Mental application requires memory for details and verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic travel required in the normal course of job performance.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.